

Tenant Improvement Submittal Requirements

How to Apply

Electronically Online	
1.	Gather your plans and supporting documents per the application checklist and plan set requirements
2.	Save the documents in PDF file format per our PDF File Format Requirements
3.	Apply and upload your plans to www.MyBuildingPermit.com . Select the following options when applying: Building – Nonresidential – Tenant Improvement
4.	Plans are reviewed, commented and approved electronically as PDF documents.
5.	You print your approved set upon permit issuance.

I. Application Checklist

Important Note: All Tenant Improvement (TI) building permits include plumbing and mechanical in one package. If plumbing and mechanical drawings are required for your project, they must be included with the architectural drawings set.

✓ = Required • = If Applicable, contact the permit center for verification

✓	Rqd	
Forms Required		
	✓	Plumbing and Mechanical Fixture Counts Form
Plan Set must include (see Section III for details)		
	✓	Cover sheet
	✓	Site Plan (for parking, accessibility and landscaping)
	✓	Architectural drawings
	•	Plumbing drawings (if required, see Section III.4)
	•	Mechanical drawings (usually required, see Section III.5)
	•	Architect/Engineer of Record Stamp: If plans are prepared by an Architect/Engineer, ALL SHEETS and/or calculations must be stamped. Architect/Engineer Stamp is required for ALL buildings greater than 4,000sf.
Supporting Documents Required		
	•	Structural Calculations – if relevant
	•	Change of Occupancy Form - if there is a change of occupancy
	•	WA Energy Code forms (For changes affecting exterior walls, lighting or mechanical equipment. It is recommended that an architect or engineer complete these technical forms)
	•	2009 Washington State Energy Code NREC Compliance Form - Lighting
	•	2009 Washington State Energy Code NREC Compliance Form - Mechanical
Fees		
	✓	Intake (estimated plan check) fee is required at time of permit application - Contact the Permit Center for amount. Cash or check only. (other permit fees will apply and be assessed at permit issuance)

All forms are available for download at issaquahwa.gov

II. Plans and Drawings

Note: Preferred size of plans is 24" x 36" or 30" x 42". Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and should be at a scale of 1" = 10' or 1" = 20' (or 1" = 30', if applicable). Architectural floor plans are preferred to be 1/8" = 1' or 1/4" = 1" scale.

1. Cover Sheet

- a. Address and parcel number of project
- b. Owner's contact information
- c. Preparer's contact information
- d. Sheet index
- e. Square footage of entire building
- f. Square footage of tenant space broken down by floor / occupancy type. Show existing and new as applicable.
- g. Fire sprinkler and alarm information. (Yes / No and type)
- h. Construction codes used for design
- i. Building construction type (ie: VB)
- j. Occupancy group of current and proposed use. (ie: A-2)
- k. Vicinity map
- l. Any improvements to a building over 4,000sf must be stamped by a licensed WA State architect or engineer.

2. Site Plan

- a. **Accessibility** – Show current and proposed accessible parking stalls and path of travel to entrance. A change of occupancy or alteration may trigger accessible path of travel upgrades. Accessible space details may be found on mybuildingpermit.com ([#9 Accessible Parking Spaces Tip Sheet](#))
- b. **Parking** – Required for change of use only. Show all parking for the site, include parking totals calculations
- c. **Landscaping** – Required if landscaping is being altered. Contact the Permit Center for more information

3. Architectural Drawings

Provide a drawing of the entire floor plan of the building where the tenant improvement is located.

- a. Include the scale of plans drawings.
- b. Identify adjacent tenants and occupancy group.
- c. Show locations of exits and exit signs for your tenant space.
- d. Indicate handicap parking stalls and accessible paths of travel from the parking to the main entrance. Also show path of travel from all exits to the street or dispersal area.
- e. Show locations of adjacent fire barriers* or demising walls.
- f. Show locations of all fire walls* in the building.
- g. Show locations of all shear walls in the tenant space.

*Fire barrier, fire walls and shear walls are specific terms used in the International Building Code.

Scaled floor plan of the new or remodeled area showing:

- a. All rooms and spaces (identify), corridors and exits, door & window locations and sizes, plumbing fixtures and mechanical equipment. Clearly identify any structural elements to be removed or altered.
- b. Details showing wall and ceiling construction (include seismic bracing detail for suspended ceiling).

- c. Provide details for accessible features such as bathroom fixtures, sinks, doors, door hardware, customer service counters, etc...
- d. Reflected ceiling plan showing location of exit pathway lighting, exit signs, smoke alarms and detectors, fire sprinklers, and existing and proposed new light fixtures.
- e. Elevations, if any exterior improvements are proposed; include all openings and mechanical equipment screening.
- f. Details and dimensions of accessibility features such as restrooms and door clearances.

4. Plumbing Plans

Required for:

✓	
	Line drawings for any project with more than 10 fixtures
	Isometric drawings for any of the following: <ul style="list-style-type: none"> • Buildings over 3 stories • Commercial kitchens (does not include office lunchrooms) • Grocery stores • Medical gas piping • Oil/water separator or grease interceptor installations • Change of occupancy

- a. Plumbing drawings for commercial projects over 4,000 SF must be stamped and signed by a licensed WA State engineer or architect. The name and address of the person responsible for the drawings, and the address of the project, should be included on the plans.
- b. Line drawings showing all piping (water, gas, waste and vent) materials, sizes and lengths
- c. A fixture schedule showing the number, types and locations of all fixtures
- d. Details showing construction of interceptors, piping support, firestop penetration systems, etc....
- e. Calculations showing grease interceptor sizing requirements.
- f. Calculations for water meter sizing and DWV fixture units for building drain.
- g. If your project is located in an area where water and sewer are provided by Sammamish Plateau Water and Sewer District (SPWSD), additional conditions may apply based on the specific type of business you are proposing. Contact SPWSD at 425-392-4931 for specific information.

5. Mechanical Plans

Mechanical plans are required for any of the following conditions:

- Tenant improvements over 1,000 square feet
- Multifamily projects over 4 dwelling units
- All commercial kitchen type I hoods
- All rooftop or floor mounted units over 400 pounds (structural details and calculations are required)
- All new commercial buildings

Requirements:

- a. Drawings for buildings over 4,000 square feet must be stamped and signed by a licensed WA State engineer or architect. The name and address of the person responsible for the drawings, and the address of the project, should be included on the plans.
- b. Type of construction and occupancy classification of the building. Identify all fire rated construction that will be penetrated by ductwork. Individual smoke/fire dampers must be shown on the plans.
- c. Floor, roof and ceiling plans showing the location of all equipment and ductwork.
- d. Structural details and calculations are required for all rooftop or floor mounted units over 400 pounds.

- e. Details showing how the unit will be mounted to the curb and how the curb will be mounted to the roof.
- f. Equipment schedules for all new equipment.
- g. Outside air calculations per table 3-4 of the Washington State Ventilation and Air Quality Code.
- h. WA State non-residential energy code forms.

6. Energy Code Forms (available at: <http://www.neec.net/energy-codes>)

WA State Energy Code forms are required for any of the following conditions:

- Changes to mechanical systems when mechanical plans are required
- When changes are made to the building lighting (interior or exterior)
- When changes are made to the building envelope, such as exterior walls, floors, roof, windows, and doors

7. Racking

Free-standing and wall anchored storage racks greater than 5'9" above finished floor require plan review.

- a. Include plan-view layout, including dimensions on your architectural plans
- b. Provide cross sections showing rack design and attachment details
- c. Complete engineering of storage rack(s) and the anchorage (gravity and lateral) is required for free-standing and wall anchored storage racks over 8'-0" high, measured from the floor to the highest shelf. Plans need to specify all member sizes, connections, anchorage, etc. Storage units should be anchored to the floor at each leg and along the back where located adjacent to a wall.

III. Additional Permits and Information

Depending on the extent or nature of the remodeling project, the following information may be required.

1. Backflow Device Permit

A backflow device is required for any irrigation system. A separate over the counter plumbing permit must be pulled by the contractor performing the work.

2. Fire Sprinkler Permit

Site, plat or building construction may require that a fire sprinkler system be installed. If a fire sprinkler system is installed, a separate fire sprinkler permit is required.

3. Electrical Permit

Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained [online](#). The closest L&I office is located in Bellevue:

616 120th Ave. N.E.
 Ste. C201
 Bellevue, WA ([map](#))
 Ph: 425-990-1400

4. King County Department of Health (Septic)

For lots not served by sewers, an approved septic design from the King County Department of Public Health is required prior to submitting a building permit application. You may contact them at:

Eastgate Environmental Health Services ([website](#))
 14350 SE Eastgate Way ([map](#))
 Bellevue, WA 98007
 Phone: 206-296-4932

5. King County Department of Health (Food)

Required prior to issuance of any building permit on all projects where food will be served. For further information, contact King County at (206) 296-4600.

6. Side Sewer permit

May be required if a grease interceptor is planned to be installed.

7. Liquor License

May be required if selling or serving alcoholic beverages. Contact the Washington State Liquor Control Board. General information: (360) 664-1600.

8. Regulatory Licensing

License to operate vending machines or cabarets must contact the City Clerk at (425) 837-3000

9. City Business License

Business license **is required** for anyone who operates or engages in any business within the City of Issaquah. The City of Issaquah now issues a Master Business License endorsement through the State of Washington Department of Revenue (DOR). The endorsement and master business license may be obtained online at <http://www.bls.dor.wa.gov/cities/issaquah.aspx>. Please contact the Permit Center for more information (425) 837-3100.